

eSafety Policy

Online safety and electronic communications

If you are referring to this document because you have an urgent eSafety concern and want to know what to do next please go straight to p4 - 'WHAT DO I DO IF I AM CONCERNED?'.

If you are referring to it because you are unsure about safe ways to communicate with students, please go straight to p5 'Electronic communications procedures'

“All agencies providing services to children have a duty to understand eSafety issues, recognising their role in helping children stay safe online while also supporting adults who care for children”

Safeguarding Children in a Digital World, British Educational Communications and Technology Agency, 2006

We recognise that the welfare of all children is paramount. All children and young people; regardless of ability or culture, have equal rights of protection. We have a duty of care when children and young people are in our charge and we will do everything we can to provide a safe and caring environment.

POLICY AIM

We promote the highest standard of Safeguarding in our activities with children, young people, their families and/or carers. We will adhere to this policy in all aspects of our work when anyone in our organisation is using any form of digital or electronic communication, including the internet, mobile phones, games, photography, and videos. This policy should be read in conjunction with our Safeguarding and Photography Policies.

LEAD AND DEPUTY PERSON FOR eSAFETY

The responsibility of managing eSafety can be demanding and challenging, and therefore is appointed at managerial/trustee level to personnel who are available when we are operational.

Our lead is:

Name: Paul Coupar-Hennessy
pcoupar@linacreinstitute.org
07961 844 756

Our deputy lead is:

Name: Richard Kowenicki
rkowenicki@linacreinstitute.org
07818 802280

Their role is to oversee and ensure that our eSafety policy is implemented. This includes ensuring they and other staff receive eSafety information and child protection training as appropriate. The deputy is available to support or cover for the nominated lead. S/he will also handle any complaints or allegations against the nominated lead if appropriate. This policy will be made available to all adults, children, young people and parents/carers by staff handbook, enrolment information, and on our website.

OTHER USEFUL CONTACTS

NSPCC Tel: 0800 800 5000

Young people can get help and advice at www.childline.org.uk Tel: 08001111, or www.there4me.com or access advice about concerns including bullying and hacking visit, or to report concerns by visiting www.thinkuknow.co.uk

WHY DO WE NEED AN eSAFETY POLICY?

The internet, mobile phones and other technology have made access to information and communication easy for everyone. It is estimated that 98% of young people can access the internet away from school and the majority use social networking sites.

Recent CEOP (Child Exploitation & Online Protection Centre) research with 6,000 young people aged 11-16, suggested that 25% had met a new “friend” from the internet for real, 25% of whom had met that person alone.

Government guidance is clear that all organisations working with children, young people, families, parents and carers have responsibilities in this area. It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

OUR eSAFETY CODE OF CONDUCT:

We expect everyone in our organisation to agree and sign up to our code of conduct:

I will:

1. use the internet and other forms of communication in a sensible and polite way
2. only access websites, send messages or access and use other resources that would not hurt or upset a reasonable adult
3. seek permission if I want to use personal information or take photographs of other people
4. report any concerns to the lead or deputy person for eSafety immediately
5. be clear that I cannot maintain confidentiality if there is a concern about the welfare of a child or young person

WHAT ARE THE RISKS?

There are many potential risks online for children and young people including:

- Being hurt or hurting others by writing inappropriate things on social media / other electronic forums
- Accessing inappropriate or illegal websites
- Receiving unwanted or upsetting text or e-mail messages or images
- Being “groomed” by an adult with a view to meeting the child or young person for their own illegal purposes including sex, drugs, or crime
- Viewing or receiving socially unacceptable material, such as that inciting hatred or violence
- Sending bullying messages or posting malicious details about others
- Ignoring copyright law by downloading music, video or homework cheat material
- Plagiarising online content

WHAT MIGHT BE OF CONCERN ?

A child or young person who:

- is becoming secretive about where they are going to or who they are meeting
- will not let you see what they are accessing on-line,

- is using a webcam in a closed area, away from other people
- is accessing the web or using a mobile for long periods and at all hours
- clears the computer history every time they use it
- receives unexpected money or gifts from people you don't know

An adult who:

- befriends children on the internet, or by text messaging
- has links to children on their Facebook or other social network page, especially if they work in a position of trust
- is secretive about what they are doing and who they are meeting

WHAT DO I DO IF I AM CONCERNED?

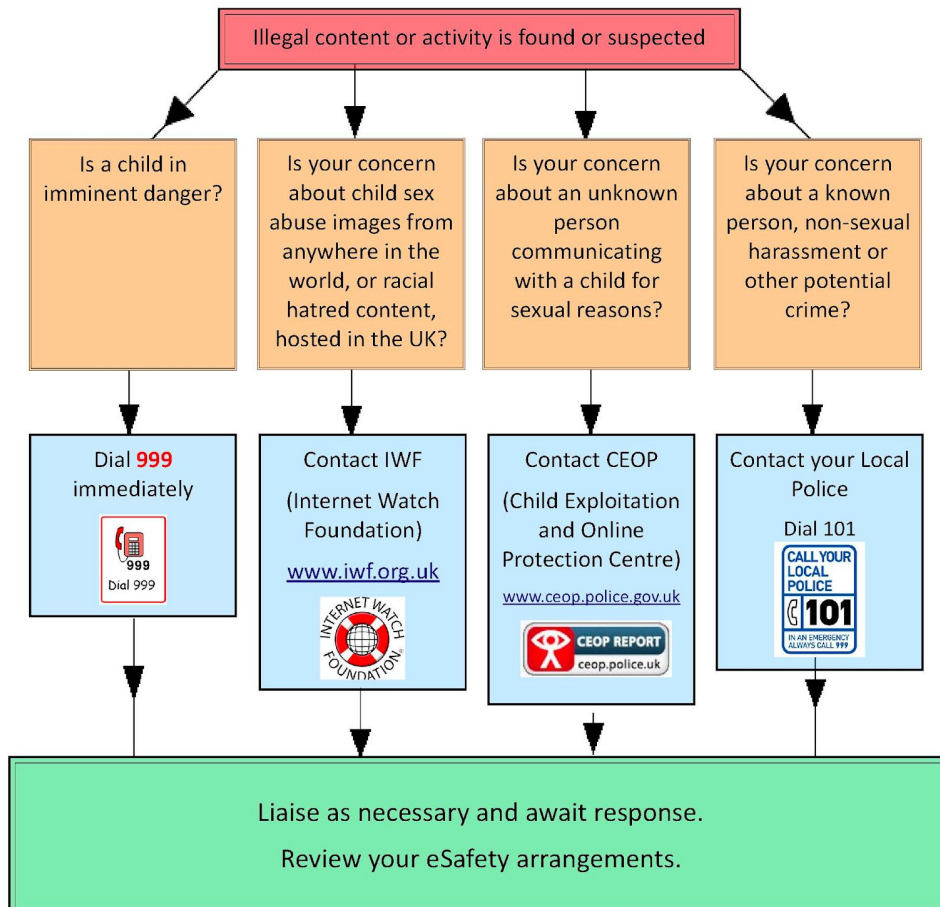
If you have any concerns, record them on 'SG03: Child Protection Record Sheet' and speak to the lead, or deputy person, for eSafety immediately.

REMEMBER: -

1. **DO NOT DELAY.**
2. **DO NOT INVESTIGATE.**
3. **SEEK ADVICE FROM THE LEAD OR DEPUTY PERSON FOR eSAFETY**
4. **MAKE A CAREFUL, factual RECORDING OF ANYTHING YOU OBSERVE OR ARE TOLD**

WHAT WILL THE SAFEGUARDING LEAD THEN DO?

ROUTE 1: Where illegal activity is suspected



ROUTE 2: Where no illegal activity is suspected

Concern about	Action
the welfare of a child, where this does not involve a concern about any Linacre staff (for example, evidence a child or young person may be exchanging nude images)	record the concern and pass it to the Safeguarding lead at his or her school if appropriate, report to www.ceop.gov.uk (Child Exploitation and Online Protection Centre)
evidence that a person within Linacre is not fulfilling their duty of care towards children and young people (for example by exchanging emails clearly inappropriate in tone or content)	ring the local children’s social care services for advice. The LADO (Local Authority Designated Officer) will oversee and advise upon any following procedures

ELECTRONIC COMMUNICATIONS PROCEDURES

All staff and students are expected to follow these procedures.

Student group chat

A key part of the bonding of our groups of students has been their participation in electronic group chat. It is unfeasible and probably undesirable for this to be monitored. But students are reminded that they are expected to be polite and kind in all communications while with Linacre.

Email

All Linacre staff should communicate with students using an institutional email addresses - either a Linacre one, one from your workplace, university or school. If you do not have an institutional email account, you may use personal email but must copy in pcoupar@liancreinstitute.org in all conversations. Students should communicate using their school email address.

Facebook, Twitter and other social media sites

No Linacre staff should have social-media contact with students until after their A-level exams and after they have passed their 18th birthday. This includes being friends on Facebook, following students on Twitter and any other social media contact. If the contact is initiated by a student, they should turn down the contact.

Telephone and text message

It is inevitable given the nature of our work that adults will have to make telephone or text-message contact with students. Such communications should, in content and tone, be in line with those of a professional teacher communicating with a pupil, and vice-versa. They should be formal, business-like, stick to the topic under discussion and avoid personal issues. This contact should not take place late at night (after 10pm) unless there is a pressing reason (eg a need to check the whereabouts of a student on a summer school). Where possible, please use a student’s home telephone number before trying a mobile.

Skype, Facetime and other face-to-face online communication

These are powerful tools for the Institute, allowing us to provide tuition when student and teacher are physically remote. We have clear guidelines on such communication:

- this is a classroom: treat it like one
- the tone of these calls should be personable but formal - in line with that of a teacher in a school
- adults should make Skype calls from the most public and formal area possible. If at home, this would mean a study or living room. Personal bedrooms are not appropriate.
- students: if at home, they should try to avoid this being their bedroom unless this is the only place available.
- both adults and students should be dressed as they would for a face-to-face meeting
- staff should make sure such conversations and tutorials are logged in our online database

REFERENCES:

To learn more and access specialist eSafety references go to <http://www.safecic.co.uk/esafety-site>

For eSafety training visit

http://www.safecic.co.uk/e-shop/all-categories/product/73-online-esafety-courses/category_pathway-13

POLICY DATE: 12 JUNE 2018

This policy was agreed and disseminated and will be reviewed annually or when there are substantial organisational changes.

POLICY REVIEW DATE:

Signed:

Designated Safeguarding Lead: Paul Coupar-Hennessy

Deputy DSL: Richard Kowenicki

Date:

A separate record is maintained to provide evidence that everyone has seen and understood this policy.